

Campus Grade Book Secondary Hands-on

TL1401-1, TL1401-3

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Campus Grade Book Secondary Hands-on

TL1401-2

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Agenda

- Setup
 - Score Groups and Rubrics
 - Student Groups
- Lesson Planning
 - Task-based
 - Standards-based
- Grade Entry
 - Task-based assignments
 - Standards-based assignments
 - Flags and comments
 - Menus
 - Saving
- Portal interaction
- Managing multiple sections



Setup: Score Groups and Rubrics

Grading & Standards>Score Groups & Rubrics

Enables tasked-based grading and standards-based scoring

Score Group (for tasks)

Score Groups & Rubrics

Save X Delete **New Score Group** New Rubric

Score Groups & Rubrics Editor

Name	Type
+SNU	Score Group
+SNU	Rubric
ABC+	Score Group
ABC+	Rubric

Score Group Detail

*Name
ABC+

Score Group List Items Detail

Del	Name	Score	Credit Coeff.	Min Percent	GPA Value	Unweighted GPA Value	Bonus Points	Sequence	Passing Score
X	©	©	0	0			0	0	<input type="checkbox"/>
X	A+	A+	1	97	4.33		0	1	<input type="checkbox"/>
X	A	A	1	94	4		0	2	<input type="checkbox"/>
X	A-	A-	1	90	3.67		0	3	<input type="checkbox"/>
X	B+	B+	1	87	3.33		0	4	<input type="checkbox"/>
X	B	B	1	84	3		0	5	<input type="checkbox"/>
X	B-	B-	1	80	2.67		0	6	<input type="checkbox"/>
X	C+	C+	1	77	2.33		0	7	<input type="checkbox"/>
X	C	C	1	74	2		0	8	<input type="checkbox"/>
X	C-	C-	1	70	1.67		0	9	<input type="checkbox"/>
X	D+	D+	1	67	1.33		0	10	<input type="checkbox"/>
X	D	D	1	64	1		0	11	<input type="checkbox"/>
X	D-	D-	1	60	0.67		0	12	<input type="checkbox"/>
X	F	F	0	0	0		0	13	<input type="checkbox"/>
X	Incomplete	I	0	0	0		0	14	<input type="checkbox"/>
X	No Credit	NC	0	0	0		0	15	<input type="checkbox"/>

Recommended:
Do not check

Score Groups & Rubrics

Save X Delete New Score Group **New Rubric**

Score Groups & Rubrics Editor

Name	Type
Numeric/Percents	Score Group
Numeric/Percents	Rubric
Reading/Math Level UE	Rubric
Rubric 1-4	Rubric

Rubric Detail

*Name
Rubric 1-4

Rubric List Items Detail

Del	Name	Score	Sequence	Passing Score
X	4	4	1	<input type="checkbox"/>
X	3	3	2	<input checked="" type="checkbox"/>
X	2	2	3	<input type="checkbox"/>
X	1	1	4	<input type="checkbox"/>

Recommended:
Check lowest level of passing performance

Setup: Score Groups and Rubrics

Grading & Standards>Standards Bank>Standard Group

Rubrics must be assigned to a standard

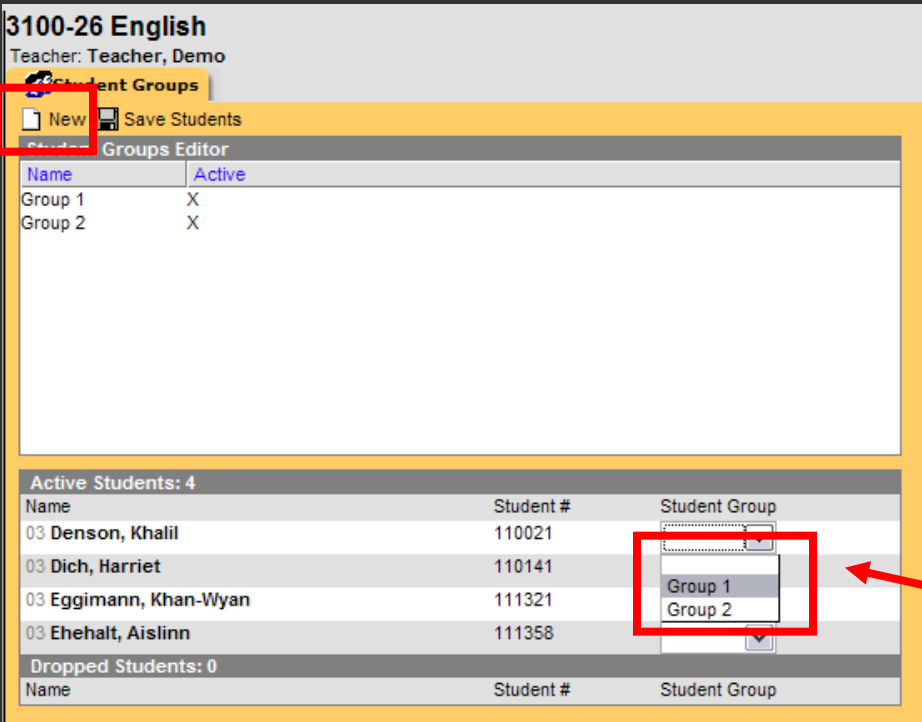
The screenshot displays the 'Standards Bank' application window. On the left, a tree view under 'Standards' shows a hierarchy: 'Bahweting Benchmarks' > 'Intermediate/Primary' > 'Grammar'. The 'Grammar' folder is selected. On the right, the 'Standard Group Detail' form is visible. The '*Name' field contains 'Grammar'. The '*Scoring Rubric' field is highlighted with a red rectangle and contains 'Rubric 1-4'. Below it, the 'Parent Group' dropdown is set to 'Intermediate/Primary'. There is an 'Accept Credit Overflow' checkbox which is unchecked. A 'Comments' text area contains the word 'Grammar'. At the bottom, there is a 'Description' text area which is empty.

Setup: Student Groups

Instruction>Student Groups

Optional: Supports differentiated instruction

1 Create groups



2 Assign students to groups

3100-26 English
Teacher: Teacher, Demo

Student Groups

New Save Students

Groups Editor

Name	Active
Group 1	X
Group 2	X

Active Students: 4

Name	Student #	Student Group
03 Denson, Khalil	110021	
03 Dich, Harriet	110141	
03 Eggimann, Khan-Wyan	111321	
03 Eehalt, Aislinn	111358	

Dropped Students: 0

Name	Student #	Student Group
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Lesson Planning

- Create groups
 - Task-based
 - Standards-based
- Create assignments
 - Task-based
 - Standards-based



Lesson Planning: Task Groups

Instruction>Lesson Planner>New Task Group

Name of Group
(homework, projects,
etc.)

Multiplies each
assignment

Parents see the
group unless
checked

Assignments in group add-
up in grading
task unless checked

Lowest scored
assignment is
dropped
from calculation

Task teacher has
assigned the group to

The screenshot shows a 'Group Detail' form with the following elements:

- *Name**: A text input field.
- Weight**: A text input field containing '0'.
- Sequence**: A text input field containing '1'.
- ☐ Hide from view in portal
- ☐ Exclude this group from calculation
- ☐ Drop lowest score
- *Select Term/Task Combination**: A section header.
- ☐ Term 1 - Quarter Grade
- ☐ Term 2 - Quarter Grade
- ☐ Term 3 - Quarter Grade
- ☐ Term 4 - Quarter Grade

Red arrows point from the following text labels to the corresponding form elements:

- From 'Name of Group' to the *Name field.
- From 'Multiplies each assignment' to the Weight field.
- From 'Parents see the group unless checked' to the 'Hide from view in portal' checkbox.
- From 'Assignments in group add-up in grading task unless checked' to the 'Drop lowest score' checkbox.
- From 'Lowest scored assignment is dropped from calculation' to the 'Drop lowest score' checkbox.
- From 'Task teacher has assigned the group to' to the Term/Task Combination section.
- From 'Order the group appears in the Lesson Planner (default is alphabetical)' to the Sequence field.

Order the group
appears in the Lesson
Planner
(default is
alphabetical)

Lesson Planning: Standards Groups

Instruction>Lesson Planner>New Standard Group

Name of Group
(homework, projects,
etc.)

Order group appears
in the Lesson Planner
(default is
alphabetical)

Parents see the
group unless
checked

Standard teacher
has assigned the
group to

The screenshot shows a web form titled 'New Standards Group' with tabs for 'New Standards Group', 'New Assignment', and 'New Activity'. The 'Group Detail' section contains the following fields and options:

- *Name**: A text input field. A red arrow points from the label 'Name of Group (homework, projects, etc.)' to this field.
- Sequence**: A text input field with the value '1'. A red arrow points from the label 'Order group appears in the Lesson Planner (default is alphabetical)' to this field.
- ☐ Hide from view in portal: A checkbox. A red arrow points from the label 'Parents see the group unless checked' to this checkbox.
- *Select Term/Standard Combination**: A section header.
- ☐ Term 1 - Write and speak for a variety of purposes & audiences
- ☐ Term 1 - Write and speak using conventional grammar, usage, etc.
- ☐ Term 1 - Write & speak using conventional grammar, usage, etc...
- ☐ Term 1 - Grammar Quarter Grade
- ☐ Term 2 - Write and speak for a variety of purposes & audiences
- ☐ Term 2 - Write and speak using conventional grammar, usage, etc.
- ☐ Term 2 - Write & speak using conventional grammar, usage, etc...
- ☐ Term 2 - Grammar Quarter Grade
- ☐ Term 3 - Write and speak for a variety of purposes & audiences

A red arrow points from the label 'Standard teacher has assigned the group to' to the 'Term 1 - Write and speak for a variety of purposes & audiences' checkbox.

Lesson Planning: Tasks Assignment (image 1)

Instruction>Lesson Planner>New Assignment

The screenshot shows the 'Assignment Detail' form with the following fields and annotations:

- Name**: Points to the *Name field.
- Student Group receiving assignment (blank for all students)**: Points to the *Group field.
- Points assignment is worth**: Points to the *Total Points field.
- Select grade scale**: Points to the Grading Scale dropdown.
- Due date**: Points to the *Due Date field.
- Assignment is included in Calculations, appears in Grade Book and Portal**: Points to the Active checkbox.
- Abbreviation (required) 5 character max.**: Points to the *Abbreviation field.
- Group name**: Points to the *Group field.
- Weight (points x multiplier)**: Points to the *Multiplier field.
- Start date**: Points to the Assigned Date field.
- Order assignment appears in the Lesson Planner (default is by due date)**: Points to the Seq field.
- Parents see assignment unless checked**: Points to the Hide Portal checkbox.

The form contains the following data:

- *Name: (empty)
- *Abbreviation: (empty)
- *Group: Tests - Term 1 Quarter Grade
- Student Group: (dropdown arrow)
- Test Strand: (dropdown arrow)
- *Total Points: 100
- *Multiplier: 1
- Grading Scale: (dropdown arrow)
- *Due Date: 01/24/2008
- Assigned Date: (empty)
- Seq: 1
- Active: ☒
- Hide Portal: ☐

Lesson Planning: Standards Assignment (image 1)

Instruction>Lesson Planner>New Assignment

Assignment Detail

***Name**
"What is a fable?" Paragraph

***Abbreviation**
WIF-P

***Group**
Evidence - Term 1 Write and speak for a variety of purposes & au

Student Group
[Dropdown menu]

Test Strand
[Dropdown menu]

Rubric
Rubric 1-4

***Due Date**
01/25/2007 [Calendar icon]

Active
☒

Assigned Date
[Calendar icon]

Hide Portal
☐

Seq
1

Annotations:

- Name
- Abbreviation (required) 5 character max.
- Student Group receiving assignment (blank for all students)
- Rubric set by district
- Due date
- Appears in Grade Book and Portal
- Group name
- Start date
- Order assignment appears in the Lesson Planner (default is by due date)
- Parents see assignment unless checked

Lesson Planning: Standards and Tasks Assignments (image 2)

Visible in portal if desired

Full text editor

- Style
- Tables
- Bullets
- Line separators
- Links to district resources
- Links to websites

The image shows a screenshot of a lesson planning form. It is divided into three main sections: "Description", "Objectives", and "References". Each section has a toolbar at the top with icons for text formatting (bold, italic, underline), lists (bulleted, numbered), links, and tables. Below each toolbar is a large text area for entering content. Three red arrows originate from the text on the left and point to the text entry areas of the "Description", "Objectives", and "References" sections respectively.

What information
would you like to
share?

With parents/guardians?

With colleagues?

Grade Book: Link with Lesson Planner

Lesson Planner

3130-4 Reading
Teacher: Teacher, Demo

Lesson Planner

New Group New Assignment New Activity

Lesson Plan

- Term 1 9 Week Progress
 - Term 1 Read & understand a variety of texts
 - Daily Reading
 - Sept. 21 Check [4pts]
 - Sept. 22 Check [4pts]
 - Sept. 25 Check [4pts]
- Term 1 Apply thinking skills to their reading
- Term 2 9 Week Progress
 - Term 2 Read & understand a variety of texts
 - Term 2 Apply thinking skills to their reading
- Term 3 9 Week Progress
 - Term 3 Read & understand a variety of texts
 - Term 3 Apply thinking skills to their reading
- Term 4 9 Week Progress
 - Term 4 Read & understand a variety of texts
 - Term 4 Apply thinking skills to their reading
- In-Class Activities
 - Unit One Description and Documents

Grade Book

Hide Grade Totals							* Daily Reading			
Select a task:							%	1 [4]	0922 [4]	0925 [4]
1 - Read & understand a variety of texts										
Student	Pts	Poss	%	Grd	Grd					
03 Diebold, Meera					3	0.00	3	3	4	
03 Dietell, Darrell					3	0.00	4	3	4	
03 Dietell, Darrell					3	0.00	4	3	4	

Grade Book: Task-based Assignments

Instruction>Grade Book

The screenshot shows the Grade Book interface with the following components and annotations:

- 1 Select section:** Points to the "Section" dropdown menu showing "Courses) 3100-26 English".
- 2 Select task:** Points to the "Select a task:" dropdown menu showing "1 - Quarter Grade".
- 3 Group appears:** Points to the "Tests" column header "T1 [100]".
- 4 Assignments appear:** Points to the "Tests" column header "T1 [100]".
- 5 Enter scores:** Points to the empty cells in the "Tests" column for the student "03 Denson, Khalil".
- 6 Calculated scores appear:** Points to the "Tests" column header "T1 [100]".
- 7 Save!:** Points to the "Save" button in the top left corner.

The interface includes a "Save" button, "Student Groups" and "Options" tabs, and a table with columns for "Student", "PS", "Pass", "%", "Grd", and "Grd". The table lists students: "03 Denson, Khalil", "03 Dich, Harriet", "03 Eggimann, Khan-Wyan", and "03 Ehehalt, Aislinn".

Grade Book: Standards-based Assignments

Instruction>Grade Book

6 Save!

1 Select section

2 Select standard

3 Group appears

4 Assignments appear

5 Enter scores

Student	Score
03 Denson, Khalil	3
03 Dich, Harriet	2
03 Eggimann, Khan-Wyan	4
03 Eehalt, Aislinn	1

Green scores: Passing or above
Red scores: Below passing

Grade Book: Flags and Comments

Instruction>Grade Book

Save
Student Groups
Options

Dich, Harriet
Test 1 [100]

Hide Grade Totals

Select a task:
1 - Quarter Grade

Student	Pts	Poss	%	Grd	%	Grd		T1 [100]
03 Denson, Khalil							125.00	125
03 Dich, Harriet							0.00	45
03 Eggimann, Khan-Wyan								85
03 Ehehalt, Aislinn							90.00	90

Harriet - Test 1
Edit comment
☐ Late
☐ Exempt
☒ Missing
☐ Incomplete
☐ Cheated
☐ Dropped

Grade Book: Menus

Instruction>Grade Book

Save Student Groups Rubric Display Options

Dich, Harriet
Test 1 [100]

Hide Grade Totals

Select a task:
1 - Write and speak for a vari...

Student	Score	Evid...
03 Denson, Khalil		3
03 Dich, Harriet		2
03 Eggimann, Khan-Wyan		4
03 Ehehalt, Aislinn		1

☒ Show Cut Score Color Coding

About

Save Student Groups Rubric Display Options

Dich, Harriet
Test 1 [100]

Hide Grade Totals

Select a task:
1 - Write and speak for a vari...

Student	Score	Evid...
03 Denson, Khalil		3
03 Dich, Harriet		2
03 Eggimann, Khan-Wyan		4
03 Ehehalt, Aislinn		1

☒ Hide Rubric
☐ Rubric on Right
☐ Rubric on Bottom

Save Student Groups Rubric Display Options

Dich, Harriet
Test 1 [100]

Hide Grade Totals

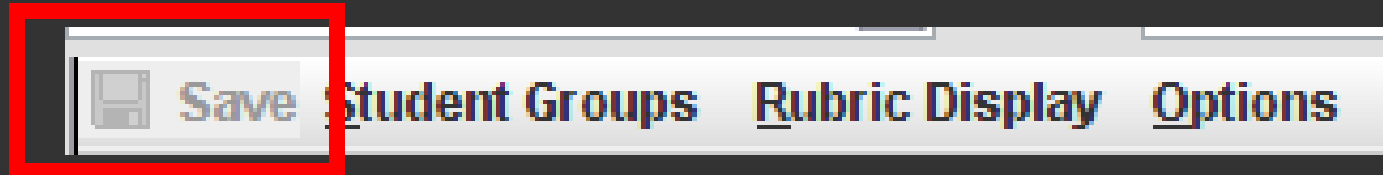
Select a task:
1 - Write and speak for a vari...

Student	Score	Evid...
03 Denson, Khalil		3
03 Dich, Harriet		2
03 Eggimann, Khan-Wyan		4
03 Ehehalt, Aislinn		1

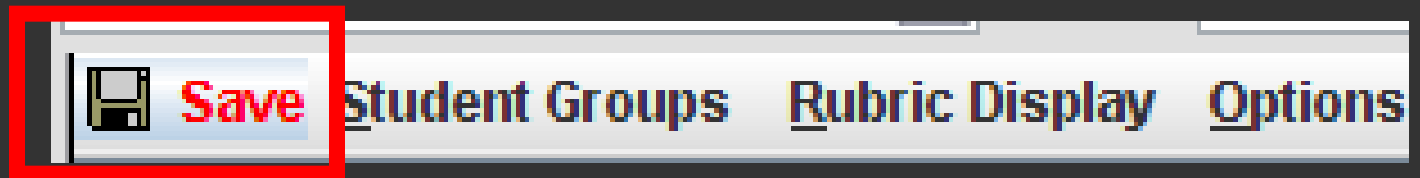
☒ All Students
☐ Group 2
☐ Group 1

Grade Book: Saving

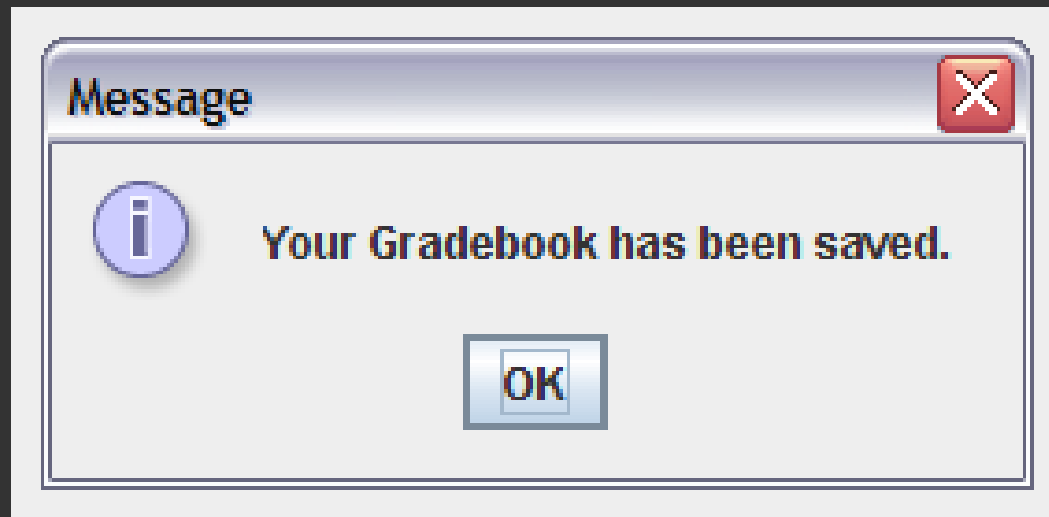
No changes since
last save



Changes made,
but not saved



Save confirmed!



Portal Interaction

Lesson Planner

Assignment Detail

*Name: Sept. 21 Check *Abbreviation: 0921

*Group(s): Daily Reading - Term 1 Reading - understand a variety of material

Test Strand: [dropdown]

*Total Points: 4

*Due Date: 09/21/2006

Active: ☒

*Multiplier: 1

Curve: BB Standards Curve

Hide Portal: ☐ Sequence: [dropdown]

Description: Please practice the night before for this.

Portal

Meera Diebold

Family
Calendar
Diebold, Meera 03
06-07 Cleveland Elem
Schedule

Cleveland Elementary

Log Off

in English
En Español

<< September 2006 >>

Assignment(s) Due

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
	24	25	26	27	28	29
					30	

Meera [A+]

3130-4 Reading

Assignments

Name	Sept. 21 Check	
Due Date	09/21/2006	
Date Assigned		
Description	Please practice the night before for this.	Comments

Displays in Portal only if left unchecked (and district has turned on Portal option for grades)

Portal Interaction

Hide Grade Totals							
Select a task:							
1 - Read & understand a vari...							
Student	Pts	Poss	%	Grd	%	Grd	
03 Diebold, Meera						3	0.00 3 3 4
03 Dietell, Darrell							
03 Dinkel, Josh							
03 Dollinger, Dan							
03 Donaldson, Mason							
03 Doubleday, Sadie							
03 Dreyer, Willard							

Grade Book

0921

Comments:

Practice the night before will help!

OK Cancel

Grading Task Summary				
Legend: <input checked="" type="checkbox"/> Final Grade <input type="checkbox"/> Progress Grade <input type="checkbox"/> Grade Not Available Yet				
Grading Task	Terms 1	Terms 2	Terms 3	Terms 4
Read & understand a variety of material	3			
Apply thinking skills to their reading, writing, speaking, listening, and v				
9 Week Progress				
Key:				
* Assignment name = Assignment not used in grade calculation.				
* Group name = Group not used in grade calculation.				
(Dropped) = Score not used in grade calculation.				
Term 1 Read & understand a variety of material Detail				
* Daily Reading (This group not used in grade calculation.)				
Name	Due Date	Assigned Date	Comments	
Sept. 21 Check	09/21/2006		Practice the night before will help!	
Sept. 22 Check	09/22/2006			
Sept. 25 Check	09/25/2006			

Portal

Managing Multiple Sections

- Lesson Plan Copier
 - Copies entire contents of Lesson Planner
 - From a section to single or multiple sections
 - Within and between schools
 - Within and between calendars
- Copy Group
 - Copies assignments
 - From group to group
 - To single or multiple sections
 - Within and between sections
 - Within and between schools
 - Within and between calendars
- Copy Assignment
 - Makes duplicate of assignment
 - In same school/calendar/section

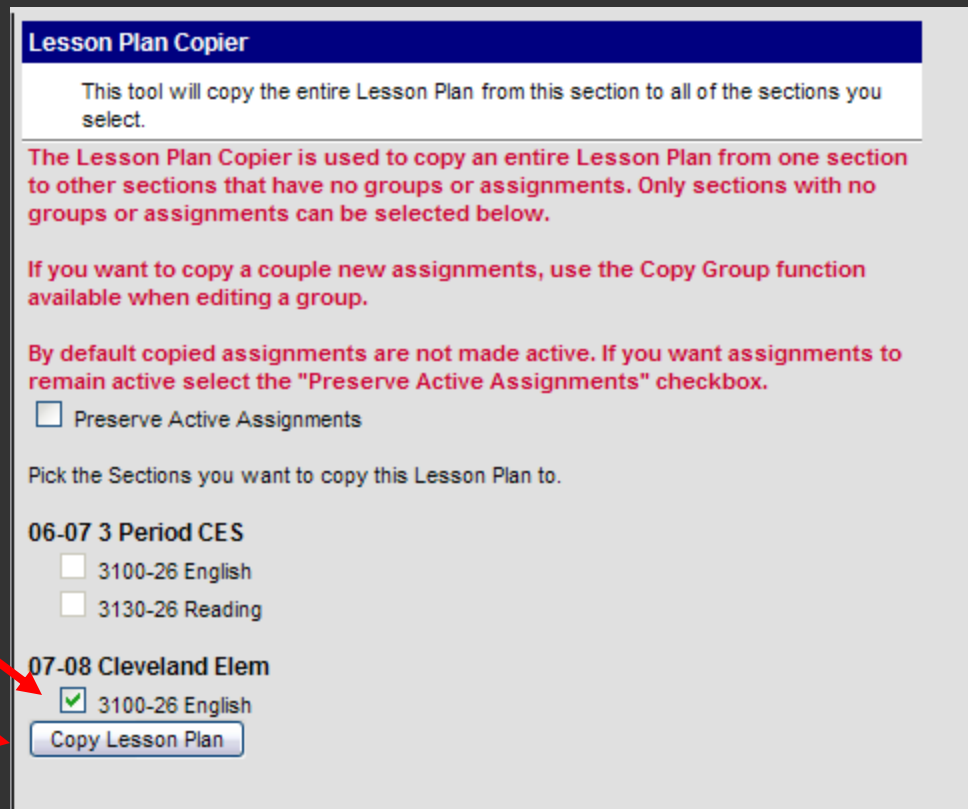


Lesson Plan Copier

- Begin in source lesson planner
- Target section must not have
 - Groups
 - Assignments

1 Select target section(s)

2 Click Copy Lesson Plan



Lesson Plan Copier

This tool will copy the entire Lesson Plan from this section to all of the sections you select.

The Lesson Plan Copier is used to copy an entire Lesson Plan from one section to other sections that have no groups or assignments. Only sections with no groups or assignments can be selected below.

If you want to copy a couple new assignments, use the Copy Group function available when editing a group.

By default copied assignments are not made active. If you want assignments to remain active select the "Preserve Active Assignments" checkbox.

☐ Preserve Active Assignments

Pick the Sections you want to copy this Lesson Plan to.

06-07 3 Period CES

☐ 3100-26 English

☐ 3130-26 Reading

07-08 Cleveland Elem

☒ 3100-26 English

Lesson Plan Copier

4 Delete unwanted groups

Match groups

3

5 Click Update Groups

Lesson Plan Copier - Step 2

Campus has copied forward the Groups, Assignments and Activities to the Sections you selected. Below are the Groups listed for each Section. Each Group has a droplist that needs to be matched to the appropriate Term/Task combination you want the Group associated with. Each Group **MUST** be associated with a Term/Task combination. If you'd like to delete a Group, check the delete box to the left of the Group you want to delete.

Groups with the same name assigned to the same Term/Task combination will be combined into one group when you select Update Groups.

3100-26 English

Delete	Name	Old Term/Task	Term/Task
<input type="checkbox"/>	Evidence		Term 1 - Quarter Grade
<input type="checkbox"/>	Evidence		Term 1 - Write and speak for a variety of purposes & audiences
<input type="checkbox"/>	Evidence		Term 1 - Write and speak using conventional grammar, usage, etc.
<input type="checkbox"/>	Evidence		Term 2 - Write and speak for a variety of purposes & audiences
<input type="checkbox"/>	Evidence		Term 2 - Write and speak using conventional grammar, usage, etc.
<input type="checkbox"/>	Evidence		Term 3 - Write and speak for a variety of purposes & audiences
<input type="checkbox"/>	Evidence		Term 3 - Write and speak using conventional grammar, usage, etc.
<input type="checkbox"/>	Evidence		Term 4 - Write and speak for a variety of purposes & audiences
<input type="checkbox"/>	Evidence		Term 4 - Write and speak using conventional grammar, usage, etc.

Copy Group

1 Select source group

3100-26 English
Teacher: Teacher, Demo

Lesson Planner

Save Delete New Task Group New Standards Group New Assignment New Activity Copy Group

Lesson Plan

- Term 1 Quarter Grade
 - Term 1 Write and speak for a variety of purposes & audiences
 - Evidence
 - Scissor running - sprints
- Term 1 Write and speak using conventional media
- Term 1 Write & speak using conventional media
- Term 1 Grammar Quarter Grade
- Term 2 Quarter Grade
 - Term 2 Write and speak for a variety of purposes & audiences
 - Term 2 Write and speak using conventional media
 - Term 2 Write & speak using conventional media
 - Term 2 Grammar Quarter Grade
- Term 3 Quarter Grade
 - Term 3 Write and speak for a variety of purposes & audiences
 - Term 3 Write and speak using conventional media
 - Term 3 Write & speak using conventional media
 - Term 3 Grammar Quarter Grade
- Term 4 Quarter Grade
 - Term 4 Write and speak for a variety of purposes & audiences

Group Detail

*Name
Evidence

Sequence
1

☐ Hide from view in portal

*Term/Standard
Term 1 - Write and speak for a variety of purposes & audiences

2 Click Copy Group

Copy Group

3

Select source group(s)/assignment(s)

Lesson Plan Group Copier

This tool will copy the Assignments you select from list and copy them to the groups you select from other Sections you teach.

By default copied assignments are not made active. If you want assignments to remain active select the Preserve Active Assignments checkbox.

☐ Preserve Active Assignments Pick the Groups you want to copy the Assignments to.

Pick the Assignments you want to copy.

Evidence

☒ Toggle Assignments

☒ Scissor running - sprints

06-07 3 Period CES

☐ 3100-26 English

Term 1

☐ Quarter Grade

☐ Evidence

☐ Write and speak for a variety of purposes & audiences

☐ Evidence

☐ Write and speak using conventional grammar, usage, etc.

☐ Evidence

Term 2

☐ Write and speak for a variety of purposes & audiences

4

Select target group(s)

5

Click Copy Assignments to Selected Groups

Copy Assignment

1 Select source assignment

2 Click Copy Assignment

The screenshot shows the Lesson Planner interface. On the left, the 'Lesson Plan' tree lists various assignments. The 'Scissor running - sprints' assignment is selected. On the right, the 'Assignment Detail' form is visible. The 'Copy Assignment' button is located in the top toolbar. A red arrow points from the 'Scissor running - sprints' assignment in the tree to the 'Copy Assignment' button in the top toolbar. Another red arrow points from the 'Copy Assignment' button in the top toolbar to the 'Copy Assignment' button in the top toolbar.

Lesson Plan

- Term 1 Quarter Grade
- Term 1 Write and speak for a variety
- Evidence
 - Scissor running - sprints
- Term 1 Write and speak using conve
- Term 1 Write & speak using convent
- Term 1 Grammar Quarter Grade
- Term 2 Quarter Grade
- Term 2 Write and speak for a variety
- Term 2 Write and speak using conve
- Term 2 Write & speak using convent
- Term 2 Grammar Quarter Grade
- Term 3 Quarter Grade
- Term 3 Write and speak for a variety
- Term 3 Write and speak using conve
- Term 3 Write & speak using convent
- Term 3 Grammar Quarter Grade
- Term 4 Quarter Grade
- Term 4 Write and speak for a variety

Assignment Detail

*Name: Scissor running - sprints

*Abbreviation: SR-S

*Group: Evidence - Term 1 Write and speak for a variety of purposes 8 au

Student Group: [Dropdown]

Test Strand: [Dropdown]

Rubric: MEAP Rubric

*Due Date: 01/12/2007

Assigned Date: [Dropdown]

Sequ: 1

Active: ☐

Hide Portal: ☐

Description: [Text area]

Questions & Answers

Ask, we're ready!



Learn More!

Additional training is available from Campus U

- Professional, certified trainers
- Just-in-time offerings
- Online
- In person
 - In your district
 - At Infinite Campus

